

HiCAMS User Guide

Chapter 5: Contract Estimates

Section 2A: Review Estimates - Open Issues Tab

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About Estimates

The NCDOT Standard Specifications for Roads and Structures Section 109 "Measurement and Payment" details how the payments will be made to a contractor for work performed on a contract.

These payments are recorded in HiCAMS as Pay Records, Tickets, Material Prepayments, Force Accounts, and Claims. Penalties and Incentives for material quality and workmanship are assessed or paid through Pay Factors established in the Pay Adjustment Recommendation process.

In order to provide assistance in monitoring the quality control process, a new Review Estimates Tab called Open Issues has been introduced in Version 7.2. This tab provides a snap shot view of outstanding issues. The issues detailed are many of those that are checked when a Final Estimate is forwarded to the Division Construction Engineer from the Resident Engineer.

The issues shown on the Open Issues tab are:

1. Price Adjustment Recommendations that have not been closed
2. Failing Samples which have not yet been disposed
3. Field Inspection Reports for Concrete Pavement, Corrugated Metal Pipe and Guardrail which have not yet been disposed.
4. Failing Density entries which do not have Pay Adjustment Recommendations
5. Claims that have not had a final decision processed

Depending on the type of estimate, some issues will not require any action on the part of the Resident Engineer. Others will always require action. Each issue will be explained on the following pages.

Working with the Open Issues Tab

Most of the issues on this tab have already been identified through the notification process. This window provides an alternate means of accessing a particular issue in order to resolve it.

To work with the Open Issues Tab, go to **Functions > Contract Estimates > Review Estimates**. The Review Estimates window opens.

Step 1: Enter the Contract Number whose Estimate you wish to review.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Step 2: The window opens with the General Tab displayed. Click on the tab called Open Issues.

Below is an example of the Open Issues tab for Estimate 67. Notice that the Filter by Issue Type is set to All.

HiCAMS - [testcna]

File Edit Functions Inquiries References Admin Tools Window Help

Review Estimates (C200734)

Contract: C200734 Contractor: APAC - ATLANTIC, INC. THOMPSON ARTH Status: Accepted

Description (nickname): Greensboro Urban Loop (Loop BA,BB)

| Estimate | Remarks | From | Thru | Amount | Status |
|----------|---------|------------|------------|--------------|--------|
| 67 | | 03/15/2008 | 03/14/2008 | \$36,893.80 | Paid |
| 66 | | 03/15/2008 | 03/14/2008 | \$271,106.96 | Paid |

General Escrow Totals Line Items WBS Item Details Prepayments Pay Factors Damages **Open Issues** Completion History

Filter by Issue Type: All

| Issue Type | Claim Id | Status | Claim Description |
|------------|----------|------------|--|
| Claim | 12 | In Process | Contractor is requesting additional compensation under Article 104-5(B) for LC 31 Class IV Subgrade Stabilization. |

| Issue Type | Line Item | Report Id | Status | Material Description |
|---------------|-----------|-----------|--------------------------------|-----------------------------------|
| FIR Guardrail | 174 | 17661 | Does Not Meet Specs - Rejected | Guardrail, Steel Beam |
| FIR Guardrail | 629 | 18896 | Does Not Meet Specs - Rejected | Guardrail Anchor Units, Type B-77 |

| Issue Type | Sample | Status | Material Description |
|------------|--------|--------------------------------|-----------------------------------|
| Sample | 316799 | Does Not Meet Specs - Rejected | Select Material, Class II, Type 1 |
| Sample | 316800 | Does Not Meet Specs - Rejected | Select Material, Class II, Type 1 |

Go To Refresh

Interrupt Approve Reject Forward

Ready

If the drop down arrow is clicked, the following filter list is displayed. The issues listed in the window follow the same order as the filter.

| General Escrow Totals Line Items WBS Item Details Prepayments Pay Factors Damages Open Issues Completion History | | | | | | | | | |
|--|----------|---|--|--|--|--|--|--|--|
| Filter by Issue Type: | | <div> <div>All</div> <div> <div>Claim</div> <div>Density Core</div> <div>Density Nuclear</div> <div>Density Core</div> <div>FIR Concrete Pavement</div> <div>FIR Corr. Metal Pipe</div> <div>FIR Guardrail</div> <div>PAR</div> <div>Sample</div> </div> </div> | | | | | | | |
| Issue Type | Claim Id | Status | Material Description | | | | | | |
| Density Core | | Asphalt Core QC | Asphalt Concrete Surface Course, Type RS 12.5C - Tons | | | | | | |
| FIR Corr. Metal Pipe | 23 | Does Not Meet Specs - | Corrugated Steel Pipe Culvert, 0.064 in Thick, 16 Gage, 15 | | | | | | |

Note: All possible issues are listed in the dropdown menu. If the contract being reviewed has no open items for a particular issue, the issue type will still appear but no issues will be listed.

The Open Issues tab provides a summary view. In order to view the details of an issue or resolve it, either click the Go To button at the bottom of the window or double click on the highlighted issue to navigate to it.

Note: Estimates processed before Version 7.2 (January 2009) will not have any data on the Open Issues tab.

Actions required by Issue Type

Claims

| General Escrow Totals Line Items WBS Item Details Prepayments Pay Factors Damages Open Issues Completion History | | | | | | | | | |
|--|----------|-------------------------------|---|--|--|--|--|--|--|
| Filter by Issue Type: | | <div> <div>Claim</div> </div> | | | | | | | |
| Issue Type | Claim Id | Status | Claim Description | | | | | | |
| Claim | 1 | In Process | Contractor Claims the Department delayed Fine Grading Operations due to staking/control errors. | | | | | | |
| Claim | 2 | In Process | Delay due to lack of agreement with CSX for installation of Bore and Jack pipe | | | | | | |

Claims issues are listed for informational purposes only. This provides an alert to anyone reviewing the estimate that there may be unresolved contract time extensions.

All claims should be resolved within the time frames established by the Construction Manual.

Density - Core and Nuclear

| General | Escrow | Totals | Line Items | WBS | Item Details | Prepayments | Pay Factors | Damages | Open Issues | Completion | History |
|------------------------------------|-----------|--------|-----------------|---|--------------|-------------|-------------|---------|-------------|------------|---------|
| Filter by Issue Type: Density Core | | | | | | | | | | | |
| Issue Type | Line Item | Lot | Status | Material Description | | Issu | | | | | |
| Density Core | 72 | 153 | Asphalt Core QC | Asphalt Concrete Surface Course, Type RS 12.5C - Tons | | Fail Pay | | | | | |

Densities listed are those that have a Lot Status of "Does Not Meet Specs" and do not have a Pay Adjustment Recommendation initiated. Double click on the row, or click on the Go To button, and the Density window will open to the failing Density. Clicking on the PAR button will initiate the PAR.

These PARs must go through the Pavement Section Approval process before Pay Factors can be created. Once the Pay Factor is created and included on an estimate that is Paid, the PAR will be set to Closed by the system and will no longer be displayed on the window tab.

FIR - Concrete Pavement

| General | Escrow | Totals | Line Items | WBS | Item Details | Prepayments | Pay Factors | Damages | Open Issues | Completion | History |
|---|-----------|--------|------------------------|--------------------------------------|--------------------------------|-------------|-------------|---------|-------------|------------|---------|
| Filter by Issue Type: FIR Concrete Pavement | | | | | | | | | | | |
| Issue Type | Line Item | Lot | Recommended Pay Factor | Status | Material Description | | Issu | | | | |
| FIR Concrete Pavement | 97 | 3 | 99.9000 | Does Not Meet Specs - Pay Adjustment | Concrete for Concrete Pavement | | F b | | | | |
| FIR Concrete Pavement | 97 | 4 | 99.2254 | Does Not Meet Specs - Pay Adjustment | Concrete for Concrete Pavement | | F b | | | | |
| FIR Concrete Pavement | 97 | 38 | 97.1467 | Does Not Meet Specs - Pay Adjustment | Concrete for Concrete Pavement | | F b | | | | |

Field Inspection Reports (FIRs) listed have a Recommended Pay Factor less than 100% and do not have a Disposition entered on the Recommend Pay Factor tab of the Concrete Pavement FIR. This does not mean that the PAR has not been entered, but that the FIR has not been completed with the disposition of each lot.

Double click on the row or click on the Go To button to navigate to the FIR and enter this required data.

Note: Concrete Pavement lots with a Recommended Pay Factor of 100% should have the Disposition set to Meets Specs to complete the Lot.

FIR - Corrugated Metal Pipe and Guardrail

| General | Escrow | Totals | Line Items | WBS | Item Details | Prepayments | Pay Factors | Damages | Open Issues | Completion | History |
|---|-----------|-----------|--------------------------------|--|--------------|-------------|-------------|---------|-------------|------------|---------|
| Filter by Issue Type: FIR Corr. Metal Pipe | | | | | | | | | | | |
| Issue Type | Line Item | Report Id | Status | Material Description | | | | | | | |
| FIR Corr. Metal Pipe | 23 | 21126 | Does Not Meet Specs - Rejected | Corrugated Steel Pipe Culvert, 0.064 in Thick, 16 Gage, 15 in | | | | | | | |
| FIR Corr. Metal Pipe | 38 | 8705 | Meets Specs | Bituminous Coated Corrugated Steel Pipe Culvert, Type B, 0.064 in Thick, 15 in | | | | | | | |
| FIR Corr. Metal Pipe | 39 | 5824 | Meets Specs | Bituminous Coated Corrugated Steel Pipe Culvert, Type B, 0.064 in Thick, 18 in | | | | | | | |

Field Inspection Reports (FIRs) listed have Rejected quantities on the Pay Items tab of the FIR that do not have Disposition Quantities and Comments entered.

Note: A FIR can have a Status of Meets Specs and still have some rejected quantities that require a disposition.

Double click on the row or click on the Go To button to navigate to the FIR and enter this required data.

If the FIR contains materials that were not used on the project, contact your M&T Section Materials Specialist for assistance in removing them from the FIR.

PAR (Pay Adjustment Recommendations)

| General | Escrow | Totals | Line Items | WBS | Item Details | Prepayments | Pay Factors | Damages | Open Issues | Completion | History |
|----------------------------------|-----------|--------|-------------------------------------|----------|---|-------------|-------------|---------|-------------|------------|---------|
| Filter by Issue Type: PAR | | | | | | | | | | | |
| Issue Type | Line Item | PAR | Pay Factor Pending | Status | PAR Description | | | | | | |
| PAR | 68 | 11 | <input checked="" type="checkbox"/> | Approved | Pay Adjustment in Accordance with 610-13 (Placed 6-1-05) | | | | | | |
| PAR | 68 | 15 | <input checked="" type="checkbox"/> | Approved | Pay Adjustment in Accordance with 105-3 (Placed 10-31-05) | | | | | | |
| PAR | 70 | 8 | <input type="checkbox"/> | Approved | 0% pay, placed 1-27-06, 7.1% VTM | | | | | | |

PARs listed in this section are not closed.

Most PARs will close automatically if a Pay Factor has been created and included on the estimate. The ones to be concerned about are those which are Approved and do not have the Pay Factor Pending box checked.

Double click on the row or click the Go To button to navigate to the Approved PAR and create a Pay Factor.

Note: Since Remove and Replace penalties are assessed by marking a Ticket Book Do Not Pay or reversing a Ticket Book entry, contact the Construction Unit to have the PARs of this type closed.

Sample

| General | Escrow | Totals | Line Items | WBS | Item Details | Prepayments | Pay Factors | Damages | Open Issues | Completion | History |
|------------------------------|--------|--------------------------------|----------------------|-----|--------------|-------------|-------------|---------|-------------|------------|---------|
| Filter by Issue Type: Sample | | | | | | | | | | | |
| Issue Type | Sample | Status | Material Description | Is | | | | | | | |
| Sample | 310570 | Does Not Meet Specs - Rejected | Concrete, Class AA | F d | | | | | | | |
| Sample | 336354 | Does Not Meet Specs - Rejected | Concrete, Class AA | F d | | | | | | | |
| Sample | 340030 | Does Not Meet Specs - Rejected | Concrete, Class AA | F d | | | | | | | |

Samples that do not have Disposition Quantities and Comments appear in this window.

Double click on the row or click the Go To button to navigate to the Line Items tab of the Sample and enter the disposition quantity and comment.

Remember

1. Disposition quantities and comments are required for materials that Do Not Meet Specs. This window provides an easy way to manage failing materials.
2. If you take action on a open issue and return to the Open Issues tab, be sure to click the Refresh button so that the completed issues will be removed from the list.
3. For specific help with clearing open issues on your project, please contact the Construction Unit at 919-733-2210 or the Materials Operations Engineer at 919-329-4220.

Window Definitions - Open Issues Tab

To work with the Open Issues Tab, go to **Functions > Contract Estimates > Review Estimates**. The Review Estimates window opens.

Note: For information on ways to enter your contract number, see the User Guide "Getting Started" in the User Guides section of the HiCAMS home page.

Column Definitions for the Issue Type Claims

Claim ID: The sequential number assigned by HiCAMS as claims are entered into the system.

Claim Description: The description entered on the Claim Tab of Review Claims.

Status: Describes how far along in the claim approval process the claim is. The possible statuses are as follows:

New: Indicates that information about the claim has been entered but no issues have been assigned to it. Claims in this status can still be changed.

In Process: Indicates that Issues have been entered for the claim. The issues may or may not be approved, denied, or voided. Claims in this status can still be changed.

FHWA-Concurrence or FHWA Non-Concurrence: Indicates that a Federal Highway representative has authorized FHWA participation in the claim payment. Claims in this status can still be changed.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type Density

Line Item: The contract line item number against which the density was entered.

Lot: The sequential number assigned by HiCAMS as Densities are entered into the system.

Status: The Density Category (Asphalt Core QC or Asphalt Nuclear QC).

Material Description: The Material on which the Density was performed.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type FIR - Concrete Pavement

Line Item: The contract line item number against which the Concrete Pavement Field Inspection Report was entered.

Lot: The sequential number assigned to a particular set of Test Results.

Recommended Pay Factor: The Pay Factor calculated by HiCAMS based on the Flexural Strength and Core Test Results.

Status: The Overall Test Result from the Recommend Pay Factor tab.

Material Description: The Material on which the Flexural Strength and Core tests were performed.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Types FIR - Corrugated Metal Pipe and FIR - Guardrail

Line Item: The contract line item number against which the Field Inspection Report was entered.

Report ID: The sequential number assigned to a particular Field Inspection Report.

Status: The Inspection Results from the General tab of the Field Inspection Report.

Material Description: The Material for which disposition comments are required to be entered.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type PAR (Pay Adjustment Recommendations)

Line Item: The contract line item number against which the Pay Adjustment Recommendation was entered.

Report ID: The sequential number assigned to a particular Pay Adjustment Recommendation.

Pay Factor Pending: A check indicates that a Pay Factor has created to assess the penalty.

Status: The Pay Adjustment Recommendation Status.

PAR Description: The Material for which disposition comments are required to be entered.

Issue Description: Describes why the Issue appears on the Open Issues Tab.

Column Definitions for the Issue Type Sample

Sample: The Pay Factor calculated by HiCAMS based on the Flexural Strength and Core Test Results.

Status: The Sample status.

Material Description: The Material that was sampled.

Issue Description: Describes why the Issue appears on the Open Issues Tab.